



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-016
POSITION: Librarian (Depository Library Inspector)
SERIES/GRADE: PG-1410-12
SALARY RANGE: \$57,421 - \$74,648 PA
ISSUE DATE: 01/31/03
CLOSING DATE: 03/14/03
NUMBER OF VACANCIES: One
ORGANIZATION: Library Programs Service
Library Division
Office of the Chief
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent serves as a professional librarian using extensive knowledge of acceptable library practices, plans and conducts full scope on-site library inspections. Analyzes depository self-studies and performs follow-up functions. Identifies certain depository practices where significant cost savings to the Government and the depository can be realized. Analyzes evidence to discover inconsistencies and patterns, and to isolate illegal or wasteful practices. Identifies violations of Title 44, United States Code and the Instructions to Depository Libraries. Conducts evaluative ratings dealing with the full scope of depository practices. Argues and defends, both orally and in writing, complex legal and professional standards for depository libraries. Prepares comprehensive reports which accurately reflect current conditions in the depository operation. Occasionally speaks before Documents Librarians. Represents the Superintendent of Documents and acts as a liaison between GPO and Federal depository libraries. Performs program planning and arranges continuing educational events such as Federal Depository Conferences.

QUALIFICATIONS: Basic Requirements for Librarians: All librarians in the Federal competitive civil service must meet the requirements for professional education in library science or possess equivalent experience as shown in A or B as follows:

A. Completion of 2 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; OR B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information sources. In addition to the basic requirements above, all applicants for the position must possess one year of specialized experience equivalent to the next lower grade level. To be creditable, the required specialized experience must have been equivalent to the next lower grade level in the Federal service, i.e., equivalent to GS-11 to qualify for GS-12, and must have equipped the applicant with the following knowledge, skills, and/or abilities listed below under specialized experience.

Note: Applications will be accepted from status and non-status candidates. Candidates who wish to be considered under both merit promotion and competitive procedures must submit two complete applications. When one application is received, it will be considered under merit promotion procedures only. **SPECIAL NOTE:** The position requires 25-30% travel. Selectees must be licensed to operate an automobile in that some libraries are not located near public transportation.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience,*

education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)

1. Knowledge of theories, principles and techniques of Librarianship
2. Knowledge of United States Code, title 44, Section 1900-1915 and the Instructions to Depository Libraries.
3. Ability to argue and defend legal and professional standards for depository libraries.
4. Ability to accurately analyze and report on complex depository procedures.
5. Knowledge of current depository library practices.
6. Knowledge of automated library applications and electronic information products.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

ALL applicants must include:

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION (S) TO:

Unit 2

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202)512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

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